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CAREER FIELD
EDUCATION AND TRAINING PLAN

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AIR TRAFFIC CONTROL
AFSC 1C1X1
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AIR TRAFFIC CONTROL AFSC 1C1X1
CAREER FIELD EDUCATION AND TRAINING PLAN

PART I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Department of Defense (DoD) civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts. Supervisors plan, manage and control training within the specialty using both parts of the plan.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies and career field path. Section C associates each level with specialty qualifications (i.e. knowledge, education, experience, training and other). Section D indicates resource constraints (i.e. funds, manpower, equipment, facilities). Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS), and includes: duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course and core task and correspondence course requirements. Section B contains the course objective list and training standards which supervisors will use to determine if Airmen satisfied training requirements. Section C identifies available support materials. Section D identifies a training course index supervisors may use to determine resources available to support training; included here are both mandatory and optional courses. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan will enable us to train today's work force for tomorrow's jobs.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributed Learning (ADL) – An evolving, outcomes-focused approach to education, training, and performance aiding that blends standards-based distributed learning models emphasizing reusable content objects, content and learning management systems, performance support systems/devices, web applications services, and connectivity. ADL is an evolution of distributed learning (distance learning) that emphasizes collaboration on standards-based versions of reusable objects, networks and learning management systems; yet may include some legacy methods and media. ADL is structured learning that takes place without requiring the physical presence of an instructor. Although the Air Force uses the term advanced distributed learning, some federal agencies and components may use the term distance learning. These terms refer to the same basic concept.

Advanced Distributed Learning Service (ADLS) – ADLS is the system that delivers ADL content and tracks & reports student progress.

Air and Space Expeditionary Force (AEF) - The AEF is the Air Force's methodology for organizing, training, equipping and sustaining rapidly responsive air and space forces to meet defense strategy requirements. Through the AEF, the Air Force supports defense strategy requirements using a combination of both permanently assigned and rotational (allocated) forces.

Air Force Career Field Manager (AFCFM) - Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat to ensure assigned Air Force specialties are trained and utilized to support AF mission requirements. AFCFM is the OPR for the career field; however, works in concert with MAJCOM Functional Managers (MFMs) as required.

Air Force Enlisted Classification Directory (AFECD) - The official directory for all military enlisted classification descriptions, codes and identifiers. The specialty descriptions and codes will be used to identify each Air Force job (valid requirements) and to describe the minimum mandatory qualifications of personnel to fill these jobs. The updated AFECD is available at: https://gum-crm.csd.disa.mil/app/answers/detail/a_id/7504/kw/afecd.

Air Force Officer Classification Directory (AFOCD) - The official directory for all military officer descriptions, codes and identifiers.

Air Force Specialty (AFS) - A group of positions (with the same title and code) that require common qualifications.

Air Force Specialty Code (AFSC) - A five digit alphanumeric code with potential prefixes and suffixes added to identify each career field within the Air Force.

Airman Leadership School (ALS) - The first of three programs enlisted professionals attend during their Air Force careers. ALS is a military educational institution charged to prepare SrA-SSgt selects for positions of greater responsibility by preparing them for supervisory and reporting official duties.

Assistant Chief Controller (ACCTLR) - Assists the Chief Controller in managing the internal operation of the air traffic facility and performs duties as prescribed by the Chief Controller.

Assistant Non-Commissioned Officer in Charge (NCOIC) Air Traffic Control Training (ANATCT) - Assists the NCOIC Air Traffic Control Training (NATCT) in monitoring Air Traffic Control (ATC) facility training, coordinating monthly training schedules and training records inspections. The ANATCT also assists the NATCT in developing and managing the unit air traffic control simulator systems (radar or tower) and management of computer based products.

Assistant NCOIC, Standardization and Evaluation (ANSE) - Assists the NCOIC Standardization and Evaluation (NSE) in administering the facility certification and rating program according to applicable USAF, Federal Aviation Administration (FAA), International Civil Aviation Organization (ICAO) and host nation requirements.

Assistant NCOIC, Training and Standardization (ATSN) – Assists the TSN in fulfilling the duties of the NATCT and NSE.

Airfield Operations Systems Specialist (AOSS) - Individual(s) responsible for operating and monitoring airfield operations automated systems.

Basic Military Training (BMT) – BMT is the initial military training course for new enlisted Air Force members. The course provides the individual with a basic foundation and introduction to Air Force history, customs and courtesies, physical fitness and military bearing.

Career Field Education and Training Plan (CFETP) - A CFETP is a comprehensive core training document that identifies life-cycle education and training requirements, training support resources and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. It is the formal training contract between the AFCFM and AETC for formal accession and life-cycle skills training.

Chief Controller (CCTLR) - Manages the internal operation of the air traffic facility to include direct supervision of personnel assigned, ensuring ATC services are provided that meet mission needs and effectively implementing the controller training program.

Chief Enlisted Manager (CEM) - An Air Force specialty coding identifying all Chief Master Sergeant positions in the Airman Classification Structure. In many cases, CEM codes are made up of a series of existing superintendent specialties where the degree of supervisory and managerial task involvement permits expanded resource use.

Community College of the Air Force (CCAF) - Federally chartered degree-granting institution that awards an associate degree to active duty enlisted and Air Force Reserve component members. The associate in applied science degree is awarded for successful completion of a degree program specifically designed for an Air Force specialty.

Control Tower Operator (CTO) - An endorsement by the CTO examiner that an individual has demonstrated the competence, qualifications and skills required to control air traffic in the local control, ground control and flight data positions. A CTO Special Experience Identifier (SEI) is 056 for a 5-level.

Controller In Charge (CIC) – The civilian equivalent to the Watch Supervisor (WS) position.

Core Task - Tasks the AFCFM identifies as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. All 3-skill level controllers must meet the knowledge and practical application standards of all core tasks prior to upgrade to a 5-skill level. Core tasks may be adjusted for duty position requirements or deployment training, as determined by the AFCFM. Only the AFCFM can defer a core task as specified by AFI 36-2201, *Air Force Training Programs.*

Course Training Standard (CTS) - Training standard identifying training members will receive in a specific course.

Crew Resource Management (CRM) - A process designed to aid in the prevention of aviation accidents and incidents by improving crew performance through a better understanding of human factor concepts.

Customer Service Information Line (CSIL) - A 24-hour telephone line for supervisors to call when questions arise about training received at any formal technical training school. This system allows HQ AETC (Keesler Technical Training School) to respond quickly to the concerns of field supervisors. See Part II, Section A, paragraph 4 for the phone number.

Education and Training Course Announcements (ETCA) - Contains specific MAJCOM procedures, fund citations, reporting instructions and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies. The ETCA website is located at: https://etca.randolph.af.mil/default1.asp

Functional Area Managers (FAM) – The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include, but are not limited to, developing and reviewing policy, developing, managing and maintaining Unit Type Codes **(**UTCs), developing criteria for and monitoring readiness reporting, force posturing, and analysis. At each level of responsibility (Headquarters Air Force (HAF), Major Command (MAJCOM), Air Component, Field Operating Agencies (FOA), Direct Reporting Units (DRU) and Unit), the FAM should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

Functional Account Code (FAC) - Code used to identify work centers on the Unit Manpower Document (UMD), Unit Personnel Management Roster (UMPR) and related documents.

Ground Controlled Approach (GCA) - A fixed, mobile or transportable facility that provides radar arrival and RFC services within airspace designated by an approach control facility.

Initial Skills Training - A formal school course that result in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualify for officers.

Major Command (MAJCOM) - A major subdivision of the Air Force organized on a functional basis in the United States and a geographical basis overseas. MAJCOMs are interrelated and complementary, providing offensive, defensive and support elements to operational commanders.

MAJCOM Functional Manager (MFM) – Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, or Air Reserve Component (ARC) level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

NCOIC, Airfield Automation Manager (NAAM) - Individual responsible for managing the internal operation and establishment of procedures for the airfield operations automation.

NCOIC, Air Traffic Control Training (NATCT) - ATC individual responsible for developing and managing the unit ATC Training Program to include building and maintaining sector and scenario simulation products.

NCOIC, Air Traffic Control Standardization and Evaluation (NSE)- ATC individual who administers the facility certification and rating program according to applicable USAF, FAA, ICAO and host nation requirements.

NCOIC, Air Traffic Control Training and Standardization (TSN) - Fulfills the duties of the NATCT and NSE.

NCO Academy (NCOA) - A military educational institution charged to prepare Technical Sergeants and Technical Sergeant-selects for positions of greater responsibility by broadening their leadership and supervisory skills and expanding their perspective of the military profession.

Notice to Airman (NOTAM) - A notice containing information concerning the establishment, condition or change in any component in the National Airspace System that is essential to personnel concerned with flight operations.

Numbered Air Force (NAF) - A level of command directly under a MAJCOM. NAFs are tactical echelons that provide operational leadership and supervision in specific geographic regions or theater of operations.

Occupational Analysis (OA) - Collecting and analyzing factual data on the tasks and/or

knowledge‘s performed by Air Force career fields. This data is used to provide personnel and training decision-makers with factual and objective job information which enables them to justify and/or change personnel utilization policies and programs, refine and maintain occupational structures, and establish, validate and adjust testing and training programs.

Occupational Survey Report (OSR) – A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-The-Job-Training (OJT) - Dual track system of providing subject/task knowledge and hands-on over-the-shoulder training. OJT is conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Proficiency - Additional and/or periodic training and performance requirements, established by local facility managers, MAJCOMS, and/or HQ AF Flight Standards Agency (AFFSA) to maintain personnel skills and knowledge standards for the local operational complexity.

Qualification Training – Hands-on performance training designed to qualify personnel in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

Qualification Training Package (QTP) - An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program or on a piece of equipment. It may be printed, computer-based or in other audio/visual media.

Radar Approach Control (RAPCON) - A terminal ATC facility that uses RADAR and non-RADAR capabilities to provide control services to aircraft arriving, departing or transiting airspace controlled by the facility.

Radar Final Control (RFC) - An ATC service that provides navigational guidance or approach monitoring during the final phase of flight. An RFC facility is defined as a fixed or deployable radar facility that provides RFC service.

Resource Constraints - Resource deficiencies, such as money, facilities, time, manpower and equipment that preclude desired training from being delivered.

Senior Controller (SC) - The individual responsible for the overall operations of an air traffic control facility during their shift and maintains general situational awareness of air traffic (see Watch Supervisor). A senior controller is also simultaneously responsible for duties at an operating position.

Senior Noncommissioned Officer Academy (SNCOA) - SNCOA is for Master Sergeants and Senior Master Sergeant selects, sister service Senior NCOs, and international senior NCOs. The 33-academic day curriculum is designed to expand the leadership capabilities of senior enlisted leaders and reinforce a commitment to the profession of arms.

Skills Training - A formal course resulting in the award of a skill level.

Special Experience Identifier (SEI) - SEIs identify special experience and training not otherwise reflected in the classification system. SEIs are primarily used for contingency purposes. SEIs are awarded based on completion of formal training, OJT, a unique course and experience performing specific duties. See the *AFECD* and *AFOCD* for more specifics.

Specialty Knowledge Test (SKT) - One of two tests in the Weighted Airman Promotion System (WAPS). The SKT is an examination that covers broad technical knowledge within a given AFSC.

Specialty Training Requirements Team (STRT) – Forum to determine Education and Training requirements, by bringing together training experts to establish the most effective mix of formal and on-the-job training for each AFS skill level. The primary purpose of the STRT is for the AFCFM and functional leaders to determine and present training requirements to the AETC Training Pipeline Manager (TPM) and Training Manager (TM).

Specialty Training Standard (STS) - An Air Force publication (typically inserted as Part II of the CFETP) that describes an Air Force specialty in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5- or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

Standard - An exact value, a physical entity, or an abstract concept, established and defined by authority, custom or common consent sets up to serve as a reference, model or rule in measuring quantities or qualities, establishing practices or procedures or evaluating results. A fixed quantity or quality.

Terminal Instrument Procedures (TERPS) Specialist - The individual responsible for designing, reviewing and updating instrument procedures and ATC charts to support flight operations. This includes, but is not limited to: instrument approach procedures, ATC charts, aeronautic source and obstruction information, automation and non-radar support etc.

Total Force – All collective Air Force components (active, reserve, guard and civilian elements) of the United States Air Force.

Unit Type Code (UTC) - A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit" of the Armed Forces. Source: DoD Dictionary of Military Terms; http://www.dtic.mil/doctrine/dod_dictionary/**.** AF ATC UTC Example: 7FVL5 (SEI 055, E-5 Min, Tower Watch Supervisor).

Upgrade Training (UGT) - Mandatory training that leads to obtaining a higher level of proficiency and award of a skill level.

Utilization and Training Workshop (U&TW) – This is an executive decision meeting. A forum of the AFCFM, AETC TPM, MAJCOM FMs, and AETC TM. The AFCFM and AETC Training Pipeline Manager (TPM) will sign and publish minutes before adjourning workshop.

Wartime Course - Comprised of tasks that must be taught when courses are accelerated in a wartime environment. Wartime tasks are the tasks to be taught in the 3-level course when the wartime courses have been activated. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Wartime Tasks - Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3 level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Watch Supervisor (WS) - The individual responsible for the overall operations of an air traffic control facility during their shift and maintains general situational awareness of air traffic.

Weighted Airman Promotion System (WAPS) - The Air Force promotion system for enlisted members. Consists of six promotion factors, each assigned points based on importance relative to promotion.

Section A - General Information

1. Purpose. This CFETP provides the information necessary for AFCFM, MFM, commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. Some purposes of the CFETP are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field-training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident, nonresident, field and exportable training, based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade and proficiency requirements. OJT, resident training, and contract training or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into the plan.

2.3. All 1C1 AFS personnel, to include GS-2152 and 13M personnel, will complete the mandatory training requirements specified in this plan. The list of courses in Part II will be used as a reference to support training.

3. Coordination and Approval**.** The AFCFM is the approval authority and will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description.

4.1. Specialty Summary. Controls terminal air traffic by use of visual, radar and non-radar means. Supervises and manages ATC facilities. Related DoD Occupational Subgroup: 122200. (Refer to AFECD, paragraph 1.)

4.2. Duties and Responsibilities. Controls and regulates en route and terminal air traffic. Initiates and issues ATC clearances, instructions, and advisories to ensure the safe, orderly and expeditious flow of air traffic operating under instrument and visual flight rules. Plans, organizes, directs, inspects and evaluates ATC activities. (Refer to AFECD, paragraph 2.)

4.2.1. ATC Journeyman (5-Skill Level/GS-2152).

4.2.1.1. Controls terminal air traffic. Initiates and issues ATC clearances, instructions and advisories to air traffic operating under instrument and visual flight rules. Uses air or ground communications, aural, visual and radar systems to control and expedite air traffic. Uses flight plan data, position reports, visual observations and radar-displayed data to determine aircraft positions. Issues advisories to pilots, ATC and other agencies concerning weather conditions, NOTAM information, traffic flow control measures, wake turbulence and additional services. Provides flight assistance and emergency service to pilots. Conducts intra-facility and inter-facility coordination of clearances, instructions, advisories and aircraft movement information. Maintains operating position forms and records. Performs equipment turn-on and alignment functions.

4.2.1.3. Operates radar facilities (RAPCON, GCA and RFC). Uses non-radar and radar procedures to separate and control arriving, departing and enroute aircraft within designated airspace. Radar monitors departing aircraft and aircraft making instrument approaches using other navigational aids. Releases and/or accepts aircraft to and/or from other enroute or terminal ATC facilities.

4.2.1.4. Operates control tower facilities. Uses visual, radar and non-radar procedures to separate and control aircraft operating in the vicinity of an airport and on the movement area. Issues control instructions to provide separation between aircraft and vehicular traffic operating on the aerodrome. Operates field lighting controls, visual signaling devices, aircraft arresting barrier position controls and primary crash alarm system. Releases and/or accepts aircraft to and/or from other terminal ATC facilities. Makes tower visibility observations.

4.2.1.5. Operates non-radar approach control tower facilities. Uses visual, radar and non-radar procedures to separate and control aircraft operating in the vicinity of an airport and on the movement area. Issues control instructions to provide separation between aircraft and vehicular traffic operating on the aerodrome. Operates field lighting controls, visual signaling devices, aircraft arresting supply and personnel problems. Discusses inspection findings with supervisory personnel and recommends action to correct deficiencies. Combines conventional tower and non-radar procedures to separate and control arriving, departing and enroute aircraft within

designated airspace for departing aircraft and aircraft making instrument approaches using navigational aids. Releases and/or accepts aircraft to and/or from other enroute or other terminal ATC facilities.

4.2.1.6. Maintains continual surveillance of assigned airspace and aircraft movement area.

4.2.1.7. Performs as upgrade/qualification OJT trainer/monitor. OJT trainers must be qualified IAW AFI 36-2201. Local trainer requirements will be provided to new arrivals already trainer certified.

4.2.2. ATC Craftsman (7-Skill Level/GS-2152).

4.2.2.1. Controls terminal air traffic. Initiates and issues ATC clearances, instructions and advisories to ensure safe, orderly and expeditious flow of air traffic operating under instrument and visual flight rules. Employs air and ground communications, aural, visual and radar systems to control and expedite movement of air traffic. Releases and/or accepts aircraft to and/or from other enroute or terminal ATC facilities. Coordinates the status of other ATC facilities.

4.2.2.2. Supervises ATC functions. Ensures the facility operates in a safe, efficient and professional manner. Effects coordination within the facility and between other facilities or agencies. Exercises general supervision over ATC personnel. Identifies training requirements, ensures training is conducted and certifies training. Ensures pre-duty familiarization and equipment checks are conducted and appropriate agencies are notified of equipment deficiencies. Directs actions of controllers in handling aircraft mishaps, emergencies, bomb threats, fire and similar emergency situations. Implements emergency operational plans and procedures.

4.2.2.3. Performs as upgrade/qualification OJT trainer. OJT trainers for ATC management training (CCTLR, NATCT, and NSE) must: be certified on tasks to be trained, possess the appropriate SEI, complete the AF Trainers Course, complete HQ AFFSA ATC Trainer QTP and respective management QTPs, must be position certified and/or facility rated and be recommended by their supervisor. Initial requirements only pertain to first time trainer qualifications. Local trainer requirements will be provided to new arrivals that are trainer certified.

4.2.3. ATC Superintendent (9-Skill Level/GS-2152).

4.2.3.1. Plans and organizes ATC activities. Provides for use and control of space, equipment, time, supplies and personnel allotted to ATC activities. Analyzes traffic data from ATC facilities. Requisitions and accounts for equipment, space, supplies and other resources required for efficient operation. Designs organizational chart to show lines of authority and to identify specific responsibilities for performing ATC functions.

4.2.3.2. Directs ATC activities. Establishes procedures and performance standards in ATC facilities. Recommends installing, maintaining and removing ATC equipment and facilities.

4.2.3.3. Inspects and evaluates ATC activities. Conducts periodic inspection of ATC activities to determine operational readiness and to provide assistance in solving operation, maintenance, supply and personnel problems. Discusses inspection findings with supervisory personnel and recommends action to correct deficiencies.

4.2.3.4. Advises supervisor on status, maintenance and adequacy of equipment, supplies, training and operational efficiency. Interprets ATC policies for operational community.

4.2.3.5. Controls terminal air traffic in order to maintain operational awareness and proficiency.

4.2.4. Chief Enlisted Manager (0-Skill Level/GS-2152).

4.2.4.1. Plans and organizes RAPCON ATC activities.

4.2.4.2. Directs ATC activities. Establishes procedures and performance standards in ATC Radar facilities. Recommends installing, maintaining and removing ATC equipment and facilities.

4.2.4.3. Inspects and evaluates ATC activities. Conducts periodic inspection of ATC activities to determine operational readiness and to provide assistance in solving operation, maintenance, supply and personnel problems. Discusses inspection findings with supervisory personnel and recommends action to correct deficiencies.

4.2.4.4. Controls terminal air traffic in order to maintain operational awareness and proficiency.

4.2.4.5. Serves on MAJCOM or Air Force ATC Staff positions.

NOTE: This CFETP outlines career progression/training requirements for 1C1 AFS personnel to perform ATC in a terminal environment only. Additional MAJCOM specific requirements/training plan needs to be established for 1C1 AFS personnel to operate enroute ATC facilities.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided (Table 5.1) in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

Table 5.1 – Skill/Career Progression				
	GRADE REQUIREMENTS			
Education and Training Requirements	**Rank**	**Average Sew-On**	**Earliest Sew-On**	**High Year Of Tenure (HYT)**
Basic Military Training School **Apprentice Technical School** (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 12 months on-the-job training. - Minimum 9 months on-the-job training for re-trainees.	Amn A1C SrA	 16 months 3 years	 28 months	 8 years
Airman Leadership School - Must be a SrA with 48 months time in service or be a SSgt selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	**Trainer** Must be qualified and certified to perform the task to be trained. Must attend the Air Force Training Course.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - 12 months OJT. - 6 months OJT for retrainees. - Complete 7 Level ADLS Craftsman course.	SSgt	7.5 years	3 years	15 years

	GRADE REQUIREMENTS			
Education and Training Requirements	**Rank**	**Average Sew-On**	**Earliest Sew-On**	**High Year Of Tenure (HYT)**
Noncommissioned Officer Academy - Must be a Master Sergeant (MSgt), MSgt Select, or Technical Sergeant (TSgt). - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	20 years
USAF Senior NCO Academy - Must be a Senior Master Sergeant (SMSgt) or SMSgt-Selectee - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only).	MSgt	16 years	8 years	24 years
Upgrade To Superintendent (9-Skill Level) - Must be a SMSgt	SMSgt	19.2 years	11 years	26 years
Chief Enlisted Manager (CEM) (0-Skill Level)	CMSgt	21.5 years	14 years	30 years

5.1. Apprentice (3) Level.

5.1.1. Initial Skills Training. After basic military training, individuals will complete initial skills training at Keesler AFB, MS. The course content is recorded in the '3 Level' column, Part II of this CFETP. Personnel must complete a formal DoD or Department of Transportation (DoT) basic ATC Course and successfully pass the written FAA CTO exam to be awarded AFSC 1C131. The ATC Technical School at Keesler administers the CTO test as part of the apprentice course. All students must pass the CTO exam prior to graduating the course.

5.1.2. Apprentice controllers must be assigned to FAC 13E125 via AF IMT 2096 or suitable substitute (contact Force Support Squadron (FSS) for local procedures) once assigned to their duty location. In addition, apprentice and re-trainee controllers are not authorized to wear the ATC basic badge until requirements for the award of the RAPCON, tower or GCA SEI are met. After award of the SEI and meeting the 12 months upgrade time limits, controllers must be moved from the 13E125 FAC and placed in the appropriate UMD position and associated FAC.

5.1.3. Upon arrival, familiarize the trainee to the new work environment by ensuring the trainee has sufficient time to become familiar with their new surroundings and complete base/unit in-processing First Term Airman Center (FTAC) and orientation. Familiarize apprentice controllers with their organization and its mission. Units must develop a controller indoctrination program

IAW AFI 36-2201 and AFI 13-204v3, Attachment 7. The program must be meaningful to both apprentice and skilled controllers. Conduct an initial evaluation IAW AFI 36-2201 and AFI 13-204v3. Discuss training goals, responsibilities (trainee, trainer, supervisor and CCTLR), training time, training records, promotion, withdrawal procedures and crew policies, etc.

5.1.4. 3-skill level apprentice controllers may, with supervisor recommendation and CCTLR approval, begin training for the appropriate facility rating/SEI. Apprentice controllers in UGT are permitted to work unmonitored in the ATC facility assigned once the following SEI requirements are met: 056, 364, or 053.

NOTE: Apprentice controllers shall not be awarded an initial CTO certification until after obtaining a minimum of 6 months control tower experience. Facility SEI (not RFC) requirements are minimum. Qualified controllers should gain additional job experience and knowledge and obtain other facility of assignment certifications after the position certifications are met for the award of the SEI. Qualified controllers are not authorized to train or monitor until AFI 36-2201 and AFI 13-204v3 requirements are met.

5.2. Journeyman (5) Level.

5.2.1. Upgrade training to the 5-skill level begins as of the date arrived on station. To be eligible for upgrade to the 5-skill level, individuals must complete a minimum of 12 months UGT, or 9 months for re-trainees, all core task knowledge requirements identified in Part II section A of 1C1X1 CFETP and all AFI 13-204v3 requirements.

5.2.2. Following award of the 5-skill level and depending on experience, individuals may be considered for facility OJT trainer.

5.2.3. Individuals will normally attend ALS after assuming the rank of SrA and completing 48 months of service, upon first reenlistment or when selected for promotion to Staff Sergeant (SSgt). The Air National Guard (ANG) may substitute this course with a non-resident ALS. Completion of ALS is mandatory prior to assuming the rank of SSgt. Once individuals assume the rank of SrA and complete ALS, they are authorized to supervise personnel.

5.3. Craftsman (7) Level.

5.3.1. Personnel are entered into 7-skill level upgrade training upon selection to SSgt (not earlier than the first day of the promotion cycle); or for retrainees, upon award of the 5-skill level if SSgt select or higher. For controllers to be eligible for upgrade to the 7-skill level, individuals must satisfactorily complete a minimum of 12 months UGT, or 6 months for retrainees, all training requirements identified in the Craftsman portion of the Part II STS and the Craftsman ADLS Course.

NOTE: Upgrade time limits may be waived by WG/CC IAW AFI 36-2201 paragraph 4.1.2.3.

5.3.2. Upon award of the 7-skill level individuals may be selected to perform duty as WS, SC, NATCT, NSE, ACCTLR, NAAM, TERPS and ATC Instructor after completing the appropriate training package and qualification requirements stated in AFI 13-204v3 and AFI 11-230.

5.3.2.1. Award of applicable WS SEI is not automatic and reserved for individuals who display the appropriate leadership qualities demanded by the responsibilities of performing WS duties. After individuals meet all requirements for 7-level upgrade in accordance with AFI 36-2201, CCTLR may award the applicable facility WS SEI. Forward completed AF IMT 2096 to NATCT/TSN for processing IAW local procedures.

- Tower = 055
- RAPCON = 362
- GCA = 054

5.3.2.2. Qualified ATC Craftsman having earned a facility WS SEI, are considered for management positions based on rank, leadership, experience, skills and/or mission need for additional leadership roles as defined in the AFECD to include: NATCT, NSE, TERPS, NAAM, AOSS, Combat Airspace, and CCTLR. Once qualified as an ATC Craftsman, attendance to the CCTLR course is completed, the HQ AFFSA CCTLR QTP is completed, and an individual has obtained mandatory experience in managing ATC functions, individuals may be eligible for award of the CCTLR SEI. Individuals must meet requirements listed in the AFECD.

5.3.3. Prior to assuming the rank of TSgt (except re-trainees), individuals must be awarded a 7-skill level. The primary function performed by a TSgt in ATC is facility watch supervisor. It is highly recommended that TSgts become dual qualified.

5.3.4. Prior to assuming the rank of MSgt, individuals must complete the NCOA. The Air National Guard may substitute a non-resident NCOA Course. MSgts are permitted to complete SNCOA correspondence course. However, completion will not replace in-resident SNCOA attendance which must be completed prior to being promoted to SMSgt. Selected individuals, normally MSgt and above, may be considered for HQ AFFSA, MAJCOM and Numbered Air Force (NAF) ATC staffs.

5.4. Superintendent (9) Level.

5.4.1. The 9-skill level is awarded when individuals assume the rank of SMSgt. Individuals must have completed the SNCOA in-residence prior to assuming the rank of SMSgt. Air National Guard commanders may opt for SNCOs to complete the non-resident SNCOA course in lieu of attending the resident course. The primary function performed by SMSgts in ATC is facility CCTLR.

5.5. The CEM.

5.5.1. 1C100 is awarded to individuals selected for Chief Master Sergeant (CMSgt). Only CMSgts with a valid ATCS may fill ATC CEM positions. The primary function performed by CMSgts in ATC is RAPCON CCTLR or selection to MAJCOM, FOA or Air Force Staff.

Specific qualifications and responsibilities are outlined in the AFECD.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the ATC career field. The spectrum includes a strategy for when, where and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The training decisions were made during the 1C1X1 STRT, held 17-20 July 2012. Contact the AFCFM or MAJCOM FM for a copy of the minutes.

6.1. Initial Skills Training. The initial skills course, E3ABR1C131, will be revised by 334 TRS at Keesler AFB, MS, per updates made to Part II of this CFETP.

6.2. 5-Skill level upgrade training see paragraph 5.2.1.

6.3. 7-Skill level upgrade training see paragraph 5.3.1.

6.4. Proficiency Training. Training in addition to initial (ATC Apprentice Course), UGT (5- and 7-skill level) and qualification requirements, entails maintaining knowledge and performance levels at or above the standards prescribed in STS and the standards/time requirements specified by the local facility CCTLR. Controllers must meet or exceed the monthly standards (knowledge via proficiency testing and practical via position time requirements for positions certified) specified by CCTLR to maintain proficiency.

7. Community College of the Air Force (CCAF). CCAF enrollment occurs upon completion of BMT. CCAF provides the opportunity to obtain an Air Traffic Operations and Management Degree. Refer to the CCAF Handbook at http://www.au.af.mil/au/ccaf/publications.asp for the latest information on requirements. In addition, CCAF offers the following:

7.1. CCAF Instructor Certification (CIC). For qualified instructors who teach CCAF collegiate-level credit awarding courses at a CCAF affiliated school. The CIC program is a three-level program consisting of three specific levels of achievement. Once an instructor leaves CCAF instructor duty, they are no longer eligible for the CIC. To obtain more information, refer to the CCAF Campus Affiliations Policies and Procedures Guidelines, or visit http://www.au.af.mil/au/ccaf/certifications.asp.

7.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency-based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.3. Degree Requirements. All airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-level must be awarded and the following requirements must be met:

Subject Area	Semester Hours
Technical Education.	24
Leadership, Management, and Military Studies	6
Physical Education...	4
General Education....	15
Program Elective..... .... Technical Education; Leadership, Management, and Military Studies; or General Education	15
Total	64

7.3.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and remaining semester hours applied from Technical Core/Technical Elective subjects and courses.

7.3.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses may be used to fill this requirement. The preferred method of completing LMMS is through attending Airman Leadership School (ALS), the Non-Commissioned Officer (NCO) academy and/or the Air Force Senior NCO Academy.

7.3.3. Physical Education (4 Semester Hours): BMT satisfies this requirement.

7.3.4. General Education (15 Semester Hours): The general education requirement is satisfied by applying courses accepted in transfer or by testing credit. The CCAF General Education Mobile (GEM) program will assist individuals pursuing general education requirements in a distance learning format.

7.3.5. Program Elective (15 Semester Hours): Courses applicable to the Technical Education; Leadership, Management, and Military Studies; or General Education may be used to satisfy program elective hours.

7.4. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor should be actively pursuing an associate degree. Special Duty Assignment (SDA) requires an AETC Instructor candidate to have a CCAF degree, be within one year of completion (52 semester hours – updated in CCAF web database) or have an associate degree from a regionally or nationally accredited post-secondary institution. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

7.5. Professional Manager Certification Program (PMC). CCAF offers the PMC to qualified NCOs and Senior NCOs. The PMC is a professional credential that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. This program provides a structured professional development track that supplements Professional Military Education (PME) and CFETP. Enlisted airmen who meet all program requirements are eligible. For information, visit: http://www.au.af.mil/au/ccaf/certifications.asp .

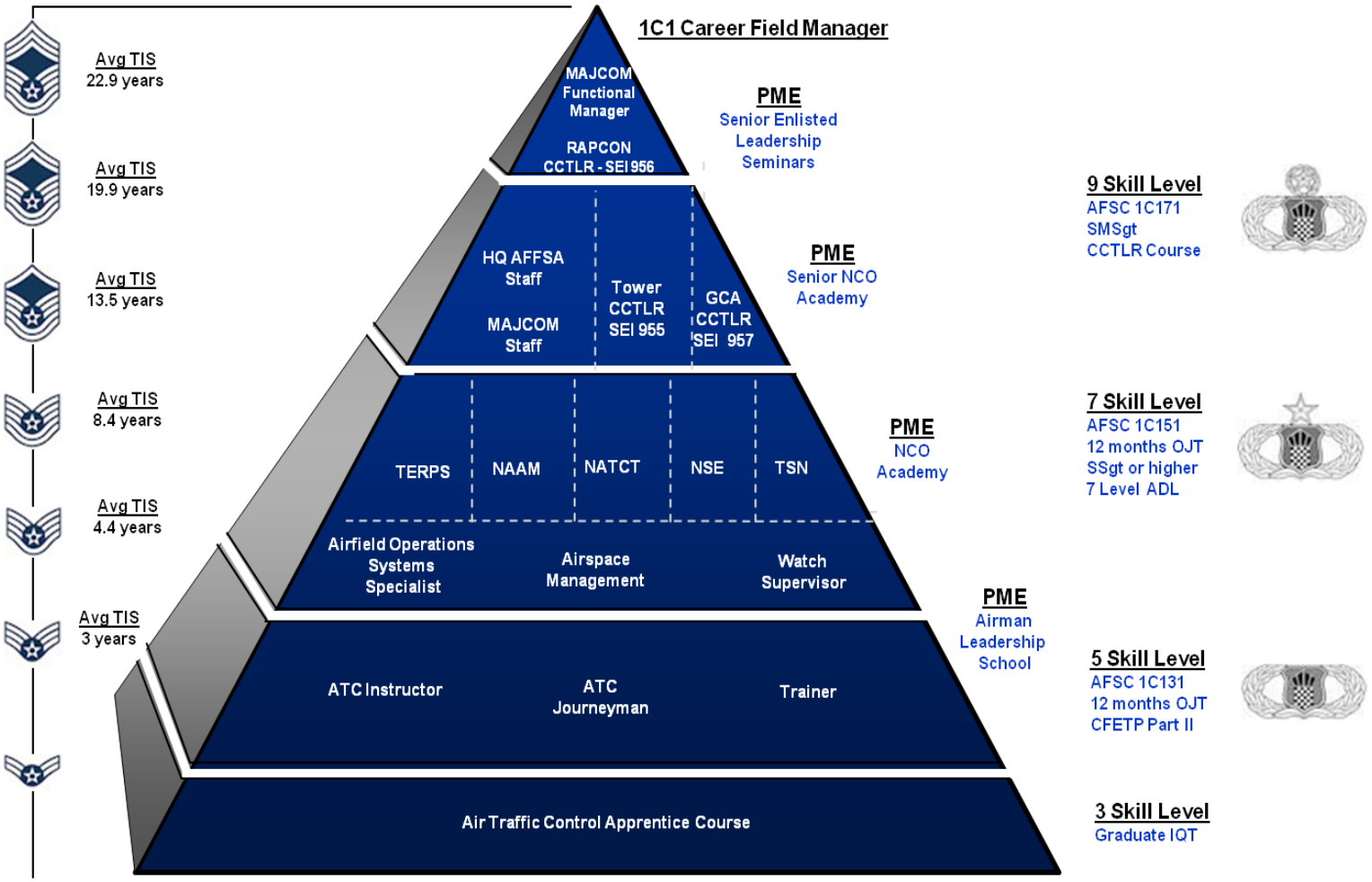
7.6. Baccalaureate Degree. The Air University Associate-to-Baccalaureate Cooperative links Airmen who have completed an associate degree to a collection of accredited "military friendly" colleges and universities to consider when completing a four-year degree. The program maximizes the application of military career education and training, and provides a multitude of online academic and support services for the enlisted member through the Air Force Virtual Education Center.

8. Air Traffic Control Career Field Paths.

8.1. Figure 8.1 depicts typical duty positions in the ATC career field by skill level. This figure is intended as a guide only to provide Airmen a “snapshot” of possible duty positions in planning their career and duty assignments; this chart is not all-inclusive.

8.2. My Enlisted Development Plan (MyEDP). All personnel are encouraged to establish a personal development plan through the Air Force Portal. This account can be established by selecting the Life & Career option from the Home page and following the prompts under *My Enlisted Development Plan* (https://www.my.af.mil/afpc2w20/myxdp). MyEDP is designed to be your "roadmap" to aid in your continued professional development. It is a useful tool in preparing individuals for the challenges that all airmen encounter. The EDP is broken down into three modules: Education, Training and Experience which provide information to enhance your understanding. By no means does EDP guarantee success; it is only a suggested path based on previous experiences of fellow enlisted members. Career field information and news will be placed in MyEDP under the career information tab.

Figure 8.1. Career Field Flow Chart depicts the ATC career path.



Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in ATC are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in Part II, Section A (STS) of this CFETP.

10. Specialty Qualifications. This information can be found in the official specialty description in AFECD, paragraph 3.

10.1. Knowledge. Knowledge is mandatory of: ATC principles and procedures, flight characteristics of aircraft, ICAO and United States federal and military air directives, use of aeronautical charts, maps, and publications; interpretation, use, and limitations of ATC radar; use of ATC communications systems and navigational aids, and fundamentals of meteorology. United States Air Force certification as an ATC specialist satisfies these requirements. Not a part of the certification requirements, knowledge is also mandatory of principles of organization, purpose, operation and management of ATC facilities.

10.1.2. Education. For entry into this specialty, completion of high school with courses in English is desirable.

10.1.3. Training. The following training is mandatory for award of the AFSC indicated:

10.1.3.1. 1C131 Completion of the ATC Apprentice course (E3ABR1C131 00AB; PDS Code WXI).

10.1.3.2. 1C171 Completion of the ATC Craftsman course (E6ACW1C171; PDS Code AOC).

10.1.4. Experience. The following experience is mandatory for award of the AFSC indicated:

10.1.4.1. 1C151. Qualification in and possession of AFSC 1C131. Also, experience in mandatory performing functions involving actual control of aircraft.

10.1.4.2. 1C171. Qualification in and possession of AFSC 1C151. Also, experience in mandatory supervising or performing ATC functions.

10.1.4.3. 1C191. Qualification in and possession of AFSC 1C171. Also, experience in mandatory managing ATC functions.

10.1.5. Other. The following are mandatory as indicated:

10.1.5.1. See Attachment 4 of AFECD for entry requirements.

10.1.5.2. For entry, award, and retention of this AFSC, must maintain Ground Based Aircraft Controller Medical Standards according to AFI 48-123, *Medical Examination and Standards*.

10.1.5.3. For performance of ATC duties, possession of a valid Federal Aviation Administration ATC Specialist certificate.

10.1.5.4. Must maintain certifications according to AFI 13-204v3, *Airfield Operations Procedures and Programs*.

10.1.5.5. Ability to speak English clearly and distinctly as demonstrated by the Reading Aloud Test (RAT).

10.1.5.6. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1C1X1 and 1C100, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management.*

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

10.1.5.7. For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals.*

10.1.6. Training Sources. Completion of the Air Traffic Control Apprentice course, E3ABR1C131 00AB / PDS Code WXI satisfies the knowledge and training requirements specified in the specialty qualification section for award of the 3-skill level. The STS, Part II Section A of this CFETP identifies all the knowledge and tasks, with their respective standards. A list of training courses to support this career field is in Part II, Section D of this CFETP.

10.1.7. Implementation. Entry into initial skills training is through the Air Force Training Management System. After graduation from the Air Traffic Control Apprentice course, E3ABR1C131 00AB / PDS Code WXI, 5-skill level upgrade training begins immediately as of date assigned on station.

10.2. Journeyman – 5-Skill Level (1C151).

10.2.1. Knowledge. See paragraph 10.1.1.

10.2.2. Education. See paragraph 10.1.2

10.2.3. Training. In addition to requirements in paragraph 10.1.3., must meet all local training program standards for all positions specific to SEI for the facility assigned. See below:

10.2.3.1. RAPCON (364 SEI). Requires certification in approach control, approach assistant and arrival control, and recommendation by immediate supervisor and commander.

10.2.3.2. GCA (053 SEI). Requires certification in arrival control, arrival assistant and RFC (if applicable), and recommendation by immediate supervisor and commander.

10.2.3.3. Tower (056 SEI). Requires certification in local control, ground control and flight data, and recommendation by immediate supervisor and commander.

10.2.4. Experience. See paragraph 10.1.4.

10.2.5. Other. See paragraph 10.1.5.

10.2.6. Training Sources/Resources.

10.2.7. Implementation. After completing 12 months (9 months for re-trainees) of upgrade training and completing all above requirements, submit AF IMT 2096 for award of 5 skill level. AF IMT 2096 is also submitted for the award of the applicable SEI – SEIs can be awarded prior to the 5 skill level time requirement – See AFI 13-204v3 - "Qualified Controller."

10.3. Craftsman (7-Skill Level - 1C171).

10.3.1. Knowledge. See paragraph 10.1.1.

10.3.2. Education. See paragraph 10.1.2.

10.3.3. Training. See paragraph 10.1.3.

10.3.4. Experience. See paragraph 10.1.4.

10.3.5. Other. See paragraph 10.1.5.

10.3.6. Training Sources/Resources. The E6ACW1C171 00XX, ATC Craftsman Course satisfies the knowledge and training requirements specified above. A list of all training courses to support this career field is in Part II, Section D.

10.3.7. Implementation. Entry into upgrade training is initiated when an individual possesses the 5-skill level and is selected for promotion to SSgt (training cannot begin until the first day of the promotion cycle). See paragraph 5.3.1. for specific details on 7-skill level UGT.

10.4. Superintendent (9-Skill Level - 1C191).

10.4.1. Knowledge. See paragraph 10.1.1.

10.4.2. Education. See paragraph 10.1.2.

10.4.3. Training. Not applicable.

10.4.4. Experience. In addition to paragraph 10.1.4, must have experience in managing ATC functions outlined in paragraph 4.2.3.

10.4.5. Other. See paragraph 10.1.5.

10.4.6. Training Sources/Resources. Not Applicable.

10.4.7. Implementation. See paragraph 5.4.1. for 9-skill level UGT requirements.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints that preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

11.1. Constraints. No 3-level constraints exist.

11.1.1. Impact. N/A

11.1.2. Resources Required. N/A

11.1.3. Action Required. N/A

11.2. OPR and Target Completion Date. N/A

11.3. Journeyman (5-Level) Training Constraints. No 5-Level constraints exist.

11.4. Craftsman (7-Level) Training Constraints. No 7-Level constraints exist.

11.5. Superintendent (9-Level) Training Constraints. No 9-Level constraints exist.

Section E - Transitional Training Guide

12. There are currently no transitional training requirements. This area is reserved.

PART II

Section A

Air Traffic Control STS

1. Implementation. This STS will be used for technical training provided by AETC for the 3-skill level ATC apprentice course beginning 20131030 and graduating 20140220.

2. Purpose. As prescribed in AFI 36-2201 and AFI 13-204v3, this STS provides information on the tasks necessary for Airmen to perform duties in the 3-skill level. STS includes training standards, specialty/general core tasks and technical references to conduct training. The STS identifies those common core knowledge/performance tasks required to obtain position certification/facility ratings.

2.1. Information in column 1 (Task, Knowledge, and Technical Reference) identifies common ATC tasks, knowledge and technical references (TR).

2.2. An asterisk (*) in column 2 (Core Tasks) identifies specialty-wide training requirements.

2.3. Column 3 is used to record completion of tasks and knowledge training requirements. Task certification, as a minimum, must show Training Start Date (TSD) (if applicable), Training Completion Date (TCD), Trainee and Trainer Initials.

2.4. Column 4 shows formal training and the proficiency to be demonstrated on the job by 3-skill level individuals. Proficiency format coding system indicates the level of training and knowledge provided by the resident training courses. This coding system represents the contract between the AFCFM and the course providers.

3. Promotion Tests. The STS also serves as a guide for development of promotion tests used in the WAPS. Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by Senior NCOs with extensive practical experience in their career fields. The test samples subject matter areas judged by test development members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention and NCO Status Programs*. WAPS is not applicable to the Air Reserve Component.

4. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call CSIL at DSN 597-4566 or Comm 228-377-4566, or fax DSN 597-3790, or e-mail at, 81trg-tget@keesler.af.mil. Reference this STS and identify the specific area of concern (paragraph, training standard element, etc).

5. STS DOCUMENTATION: Document STS in accordance with AFI 36-2201 and AFI 13-204v3. Operating initials may not be used to sign any documents contained within the AF Form 623, *Individual Training Record Folder*.

5.1. Appointed trainers document the "trainer" column of the STS when individuals meet or exceed the applicable standard.

NOTE: The ATC career field meets the "third-party certification" requirement allowing trainers to certify trainees on task qualification. This is due to the NSE/TSN position serving as a quality control check.

5.2. QUALIFICATION STANDARD/CERTIFICATION PROCEDURES: Train and qualify personnel to the "Go" standard established in the appropriate certification guide. "Go" means that the individual can perform the task without assistance and meets proficiency standards identified in Note 4 of the proficiency code key and local requirements for accuracy, timeliness and correct use of procedures. The NSE must evaluate each task to the "Go" standard for each control and/or duty position prior to certification. Document all control and duty position certifications on AF IMT 3622, *Air Traffic Control/Weather Certification and Rating Record*.

5.3. SUPPLEMENTS: MAJCOM and units may supplement this STS to add command and local requirements. Those tasks must be documented on AF IMT 797, *Job Qualification Standard/Continuation/Command JQS* and included in the associated certification guide according to AFI 13-204v3.

5.4. PRINTING INSTRUCTION: In an effort to reduce local CFETP printing costs, the following options are authorized: Keep at least one copy of the entire CFETP (part I and II) in each ATC facility for general access and master training plan development. CCTLR may authorize placing only Part II; Section A of the CFETP, with the cover and ID page, in individual's AF Form 623.

5.5. TECHNICAL REFERENCE (TR): The NATCT must identify all TR(s) for each knowledge/task contained in this STS and AF IMT 797. Enter all TR(s) into one master technical and task reference (MTTR) and each associated certification guide. The NATCT must maintain a copy of this CFETP in the Master Training Plan according to AFI 13-204v3.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

BURTON M. FIELD, Lt Gen, USAF
DCS, Operations, Plans and Requirements

Attachments:
1. Qualitative Requirements
2. 1C1X1 STS

AIR TRAFFIC CONTROL
QUALITATIVE REQUIREMENTS
Tasks, Knowledge and Proficiency Level

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. **(EXTREMELY LIMITED)**
	2	Can do most parts of the task. Needs help only on hardest parts. **(PARTIALLY PROFICIENT)**
	3	Can do all parts of the task. Needs only a spot check of completed work. **(COMPETENT)**
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. **(HIGHLY PROFICIENT)**
TASK KNOWLEDGE LEVELS	a	Can name parts, tools and simple facts about the task. **(NOMENCLATURE)**
	b	Can determine step-by-step procedures for doing the task. **(PROCEDURES)**
	c	Can identify why and when the task must be done and why each step is needed. **(OPERATING PRINCIPLES)**
	d	Can predict, isolate and resolve problems about the task. **(COMPLETE THEORY)**
SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. **(FACTS)**
	B	Can identify relationship of basic facts and state general principles about the subject. **(PRINCIPLES)**
	C	Can analyze facts and principles and draw conclusions about the subject. **(ANALYSIS)**
	D	Can evaluate conditions and make proper decisions about the subject. **(EVALUATION)**

NOTE 1: An asterisk sign (*) in column 2 indicates a specialty/general core task.
NOTE 2: All core tasks in Section 11 do not apply to GS 2152s unless deemed appropriate by the facility CCTLR.
NOTE 3: All apprentice course training tasks in this specialty training standard are considered wartime tasks.
NOTE 4: All tasks contained in the ATC STS are trained to the 3c level when training for 5-level and above.
NOTE 5: All tasks in Section 7 of the AFC Craftsman 7-level STS do not apply to GS 2152s unless deemed appropriate by the facility CCTLR.

TRAINEE NAME (Last, First, MI)	INITIALS	SSAN (Last 4)
TRAINER AND CERTIFYING OFFICIAL (Printed Name)		WRITTEN INITIALS

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
1. OPERATIONS SECURITY TR: AFI 10-701										
1.1. Definition										A
1.2. 1C1X1 Vulnerabilities	*									A
2. AIR TRAFFIC CONTROL (ATC) PUBLICATIONS TR: AFI 11-201, AFI 13-204v3, Aeronautical Information Manual (AIM)										
2.1. Facility Publications	*									A
2.2. Comprehend, Interpret and Apply Flight Information Publications (FLIPS)	*									1a
3. OPERATIONAL AREAS TR: AFI 11-202v3, AFI 13-204v3, AFI 13-217, FAAO JO 7110.65, AIM, ATC Training Series (ATCTS), Title 14 Code of Federal Regulations (CFR), Computer Based Training Library (CBTL), FLIPS, UFC 3-260-01										
3.1. Class A Airspace										A
3.2. Class B Airspace										A
3.3. Class C Airspace										A
3.4. Class D Airspace										A
3.5. Class E Airspace										A
3.6. Class G Airspace										A
3.7. National Airspace System (NAS)										A
3.8. Air Defense Identification Zone (ADIZ)										
3.9. Flight Information Region (FIR)										
3.10. Airports Affecting Operations										A
3.11. Adjacent Airspace	*									B
3.12. ATC Facilities	*									B
3.13. Taxiways										B

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
3.14. Runways/Helipads	*									B
3.15. Ramps/Parking Areas										A
3.16. Field Elevation										B
3.17. Visual/Radio Blind Spots										A
3.18. Aircraft Arresting Systems										A
3.19. Airport Lighting										B
3.20. Ground NAVAID Checkpoints										
3.21. Restricted Airspace										A
3.22. Warning Areas										
3.23. Alert Areas										
3.24. Prohibited Areas										
3.25. Controlled Firing Area										
3.26. Military Operations Area (MOA)										A
3.27. Special Use/ATC Assigned Airspace (ATCAA)										A
3.28. Military Training Routes (MTR)										
3.29. Temporary Flight Restriction (TFR)										
3.30. Traffic Patterns	*									B
3.31. Bailout/Abandonment of Aircraft										
3.32. External Stores Jettison										
3.33. Fuel Dump										
3.34. Hot Brakes										

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
3.35. Arm/De-arm										
3.36. Dangerous Cargo										
3.37. Alert Pads										
3.38. Drop Zones										
3.39. Hydrazine Areas										
3.40. Parachute Ops										
3.41. Precision Approach Critical Areas/Precision Obstacle Free Zone (POFZ)										B
4. AIR NAVIGATIONAL AIDS (NAVAID) TR: AFI 13-204v3, FAAO JO 7110.65, AIM, Title 14 CFR										
4.1. VOR										B
4.2. TACAN										B
4.3. VORTAC										B
4.4. NDB										A
4.5. ILS										B
4.6. GPS										B
4.7. MLS/MMLS										
4.8. NAVAID Use Limitations										A
4.9. Area Navigation (RNAV)										
4.10. Jet Routes/Airways										A
4.11. Minimum Vectoring Altitude (MVA)/IFR (MIFR) Chart										A
4.12. Minimum Enroute Altitude (MEA)										A

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
4.13. Minimum Obstruction Clearance Altitude (MOCA)										A
4.14. Minimum Reception Altitude (MRA)										
4.15. Minimum Crossing Altitude (MCA)										
4.16. Reporting Points										A
4.17. Coordination Fixes										A
5. EQUIPMENT OPERATION TR: AFI 13-204v3, FAAO JO 7110.65, CBTL, ATCTS										
5.1. Surveillance Radar System										B
5.2. Primary Radar Capabilities										B
5.3. Alignment of Primary Radar										
5.4. Electronic Cursor Procedures										
5.5. Secondary Radar Capabilities										B
5.6. Beacon Range Accuracy										
5.7. System/Receiver Control Panel										
5.8. Beacon Target Displacement Procedures										
5.9. Automated Systems Keyboard										B
5.10. Precision Approach Radar (PAR) Capabilities										
5.11. PAR Alignment										
5.12. PAR Turnaround Procedures										
5.13. Video Map										A
5.14. Flight Data Input Output (FDIO)										A

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
5.15. Operate Request Acknowledge Unit (RAU)/Voice System										
5.16. Remote Status Indicator (RSI)										B
5.17. Automatic Terminal Information Service (ATIS)										A
5.18. Operate Weather /Information Dissemination System	*									2b
5.19. Wind Indicators										
5.20. Operate Light Guns										2b
5.21. Operate Radio/Landlines	*									2b
5.22. Clocks	*									A
5.23. Operate Intercoms										2b
5.24. Primary Crash Alarm System (PCAS)										B
5.25. Certified Tower Radar Displays (CTRD)										B
5.26. Recorders										A
5.27. Air Traffic Control Simulation Equipment (ATCSE)										
5.28. Land Mobile Radio (LMR) Nets										
5.29. Auxiliary Power Source	*									A
5.30. Evacuation Alarms										
5.31. Equipment Outages										
5.32. Night Vision Devices										
5.33. Airfield Lighting Panel										B
5.34. NAVAID Malfunction Procedures	*									A

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
5.35. Digital Monitor and Control Workstation/Display Functions										
5.36. Digital Radar Display Configurations										
5.37. Digital Radar Multi-Sensor Operations										
6. WEATHER TR: AFH 11-203v1, AFMAN 15-111, AFMAN 15-124, AFPAM 11-238, FAAO JO 7110.65, ATCTS, CBTL										
6.1. Cooperative Weather Watch (CWW)										B
6.2. Effect of Weather on Aircraft	*									B
6.3. Disseminate Weather Information	*									2b
6.4. Visibility Checkpoint Charts										B
6.5. Prevailing Visibility										B
6.6. Solicit/Relay Pilot Reports (PIREP)	*									2b
6.7. Low Level Wind Shear (LLWS) Advisory										
6.8. Braking Action Advisory										
6.9. Runway Visual Range (RVR)										
6.10. Runway Visual Values (RVV)										
6.11. Hazardous In-flight Weather Advisory Service (HIWAS)										
6.12. Weather/Chaff Advisory										
7. OPERATING PROCEDURES TR: AIM, AFI 10-707, AFI 11-202v3, AFI 11-208, AFI 13-201, AFI 13-202, AFI 13-204v2, AFI 13-204v3, AFMAN 10-100, FAAO JO 7110.65, FAAO JO 7610.4, FAAO 8200.1, CBTL, Code of Federal Regulation (CFR) Part 91, IFR Supplement, FLIPs, FAAO 7110.67, FAAO 7220.1B, FAAO 7930.2, FAAO 8240.41										
7.1. Control Tower Operator/Air Traffic Control Specialist (ATCS) Certification Procedures										A

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.2. General Flight Rules	*									B
7.3. Visual Flight Rules (VFR)	*									B
7.4. Instrument Flight Rules (IFR)	*									B
7.5. Radio/Frequency Channelization										A
7.6. Apply ATC Communication Procedures (radio/landline)	*									2b
7.7. Apply Inter/Intra Facility Coordination	*									2b
7.8. Team Position Responsibilities	*									A
7.9. Supervisor Notification Requirements	*									
7.10. Aircraft Priorities	*									B
7.11. Aircraft Characteristics	*									B
7.12. Facility Evacuation Procedures	*									
7.13. Alternate Facility										
7.14. Facility Checklists	*									B
7.15. Runway Control Structure										
7.16. Facility Forms	*									B
7.17. Mark Flight Progress Strips	*									2b
7.18. Apply Transponder Procedures/Operations										2b
7.19. Assign Beacon Codes										2b
7.20. Transfer Control of Aircraft	*									2b
7.21. Coordinate Use of Airspace	*									2b

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.22. Relay Closed/Unsafe Runway Information	*									2b
7.23. Issue Airport, Obstruction, Field Condition Information	*									2b
7.24. Notice to Airmen (NOTAM)	*									B
7.25. In-Flight Equipment Malfunctions	*									B
7.26. Crash Grid Map										A
7.27. Apply No Radio (NORDO) Aircraft Procedures	*									1a
7.28. Apply Communications Failure Procedures	*									1a
7.29. Apply Receiver-Only Acknowledgement Procedures	*									1a
7.30. Apply Emergency Aircraft Operations Procedures	*									2b
7.31. Apply Expeditious Compliance Procedures	*									2b
7.32. Emergency Locator Transmitter (ELT) Signals	*									B
7.33. Apply Emergency Fuel Operations Procedures	*									1a
7.34. Apply Minimum Fuel Operations Procedures	*									1a
7.35. Relay Observed Abnormalities	*									1a
7.36. Radar Assistance to VFR Aircraft in Weather Difficulty	*									
7.37. Overdue Aircraft Procedures	*									A
7.38. Anti-Hijack Procedures	*									A

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.39. Traffic Alert and Collision Avoidance System (TCAS) Resolution Advisories (RA)	*									B
7.40. Facility Bomb Threats	*									
7.41. Aircraft Bomb Threats	*									
7.42. Climb to VFR Instructions										
7.43. Special VFR (SVFR) Procedures	*									B
7.44. Maintain Surveillance of Surface Area										2b
7.45. Maintain Surveillance of Controlled Movement Area (CMA)										2b
7.46. Respond to Operational Requests	*									2b
7.47. Apply Additional Services	*									2b
7.48. Issue Bird Advisory Information	*									1a
7.49. Protect Overhead Traffic Pattern	*									2b
7.50. Issue Traffic Advisories	*									2b
7.51. Issue Safety Alerts	*									2b
7.52. Divert Advisories	*									
7.53. Request for Information from Non-ATC Agencies	*									
7.54. Aircraft Conducting Unusual Maneuvers										
7.55. Single Frequency Approaches										
7.56. Minimum Distance without Final Clearance										
7.57. VFR-on-Top Aircraft										

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.58. Issue Missed Approach Instructions	*									2b
7.59. Issue Breakout Instructions	*									2b
7.60. Control Vehicles, Equipment and Personnel										2b
7.61. Issue Wheels Check	*									2b
7.62. Determine Aircraft Position on Airfield										2b
7.63. Use of Active Runways										2b
7.64. Runway Selection Procedures										B
7.65. Issue Takeoff/Landing Clearances										2b
7.66. Cancel Takeoff/Landing Clearances										2b
7.67. Issue Landing Information	*									2b
7.68. Landing Clearance without Visual Observation										B
7.69. Issue Restricted Low Approaches	*									2b
7.70. Issue Altimeter Setting	*									2b
7.71. Transfer Position Responsibility	*									2b
7.72. Apply Pre-Duty Familiarization Procedures	*									1a
7.73. Apply Visual Separation	*									2b
7.74. Coordinate Aircraft Movement	*									2b
7.75. Apply Wake Turbulence Separation	*									2b
7.76. Issue Wake Turbulence Cautionary Advisories	*									2b
7.77. Intersecting Runway Separation										B

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.78. Issue Runway Exiting Instructions										2b
7.79. Sequence Aircraft	*									2b
7.80. Separate Aircraft	*									2b
7.81. Simulated Flameout (SFO) Arrivals/Emergency Landing Procedures										B
7.82. Control Formation Flights	*									2b
7.83. Control Helicopter Operations	*									2b
7.84. Control VFR Transitions	*									2b
7.85. Issue Departure Procedures/Standard Terminal Arrival Routes (STAR)/Standard Instrument Departure Procedure (SID)										2b
7.86. Issue Line Up and Wait Instructions										2b
7.87. Issue Go-Around Instructions	*									2b
7.88. Control Simultaneous Operations										2b
7.89. Opposite Direction Operations	*									B
7.90. Issue Departure Information										2b
7.91. Issue Departure Control Instructions										2b
7.92. Reduced Same Runway Operation										B
7.93. Control Taxi Operations										2b
7.94. IFR Clearance Data										B
7.95. Formulate/Issue Departure Clearances										2b
7.96. Issue Amendments to Clearances										2b

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.97. Issue Departure Restrictions, Clearance Void Times, Hold for Release Times and Release Times										2b
7.98. VFR Release of IFR Aircraft										
7.99. Control Visual Approaches										2b
7.100. Circling Approaches										B
7.101. Final Approach Abnormalities										
7.102. Conduct Basic Radar Service to VFR Aircraft										2b
7.103. Electronic Attack (EA)	*									A
7.104. Conduct Radar Identification Procedures										2b
7.105. Conduct Handoff Procedures										2b
7.106. Conduct Point-out Procedures										2b
7.107. Confirm Aircraft Identification										2b
7.108. Terminate Radar Service										2b
7.109. Vector Aircraft										2b
7.110. Nonparticipating Aircraft and Special Use/ATC Assigned Airspace (ATCAA)										B
7.111. Obstruction Separation										B
7.112. Separate Aircraft from Adjacent Airspace										2b
7.113. Edge of Scope Separation										
7.114. Conduct Altitude Verification Procedures										2b

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.115. Issue Holding Instructions										2b
7.116. Holding Pattern Surveillance										
7.117. Issue Approach/Arrival Information										2b
7.118. Issue Approach Clearance										2b
7.119. Issue Arrival Instructions										2b
7.120. Control Instrument Approaches										2b
7.121. VFR Practice Approaches										B
7.122. Radar Approaches										B
7.123. Control Radar Departures										2b
7.124. Control Successive/Simultaneous Departures										2b
7.125. Parallel/Non-Intersecting/Diverging Runways										B
7.126. No-Gyro Procedures										
7.127. Position Advisories										B
7.128. Control Successive Approaches										2b
7.129. Validate Mode C Readouts										2b
7.130. Altitude Reservations (ALTRV)										
7.131. Conduct Final Approach Course Intercept Procedures										2b
7.132. Apply Merging Target Procedures										2b
7.133. Speed Adjustments										B
7.134. Airborne Radar Approaches (ARA)										

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.135. Lowest Useable Flight Levels										
7.136. Flight Inspection	*									A
7.137. Aircraft Carrying Dangerous Materials										A
7.138. Minimum Interval Takeoff (MITO)/Nonstandard Formation/Cell Operations										
7.139. Military Assumes Responsibility for Separation of Aircraft (MARSA) Operations										A
7.140. Search and Rescue										A
7.141. Law Enforcement Operations										A
7.142. Med Evac/Air Evac Operations	*									B
7.143. Traffic Management Unit (TMU) Procedures										
7.144. Apply Duty Priority	*									2b
7.145. Apply Operational Priority	*									2b
7.146. Unmanned Aircraft System (UAS)	*									A
8. NON-RADAR PROCEDURES TR: FAAO JO 7110.65, AFI 13-204v3										
8.1. Initial Separation of Successive Departing Aircraft										B
8.2. Initial Separation of Departing/Arriving Aircraft										B
8.3. Longitudinal Separation										B
8.4. Lateral Separation										B
8.5. Vertical Separation										B
8.6. Altitude Assignment Procedures										B

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
8.7. Altitude Confirmation Procedures										B
8.8. Route Assignment Procedures										B
8.9. Protected Airspace Procedures										B
8.10. Radar Approaches in a Non-Radar Environment										
8.11. Timed Approaches										
8.12. Position Reporting Procedures										B
8.13. Holding Instructions										B
9. PRECISION (PAR)/SURVEILLANCE (ASR) APPROACH RADAR PROCEDURES TR: FAAO JO 7110.65, AFI 13-204v3										
9.1. Communications Check										
9.2. Lost Communications										
9.3. Transmission Acknowledgement										
9.4. Distance from Touchdown										
9.5. Altitude Information										
9.6. Glidepath Notification										
9.7. Descent Notification/Instructions										
9.8. Course Guidance										
9.9. Glidepath Information										
9.10. Trend Information										
9.11. Visual Reference Report										
9.12. Elevation Failure Procedures										
9.13. Approach Guidance Termination										
9.14. Decision Height										

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
9.15. Position Advisories										
9.16. PAR for Approach Monitoring										
10. CREW RESOURCE MANAGEMENT (CRM) TR: AFI 11-290, AT-M-06A, FAAO JO 7110.65										
10.1. CRM Terminology	*									A
10.2. Situational Awareness	*									A
10.3. Group Dynamics	*									A
10.4. Communications	*									A
10.5. Risk Management	*									A
10.6. Decision Making	*									A
10.7. Workload Management	*									A
10.8. Stress Management/Awareness	*									A
10.9. Application of CRM Principles	*									A
11. DOD ATC CONTINGENCY/COMBAT OPERATIONS TR: AFI 10-201, AFI 10-2501, AFI 13-204v3, AFTTP 3-4.4, CBTL, Joint Pub 3-52, AFTTP(I) 3-2.17, AFTTP(I) 3-2.23, FAAO JO 7610.4										
11.1. ATC Combat Readiness Requirements	*									A
11.2. Basic Terminology / Fundamental Concepts	*									A
11.3. Minimum ATC Mobility Requirements	*									A
11.4. Types of ATC Deployments/Exercises	*									A
11.5. Deployable Airfield Operations Equipment	*									A
11.6. Air Base Defense Procedures	*									
11.7. Emergency Security Control of Air Traffic (ESCAT) Procedures	*									

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
11.8. Aeronautical Information Publications (AIP)	*									A
11.9. Special Instructions (SPINS)/Frag Orders	*									A
11.10. Airspace Control Plan (ACP)	*									A
11.11. Airspace Control Order (ACO)	*									A
11.12. Air Tasking Order (ATO)	*									A
11.13. Airspace Coordinating Measure (ACM)	*									A
11.14. Tactical Arrival/Departure Procedures										A

TRANSCRIBE records IAW AFI 36-2201 paragraph 6.9.6.2.

This portion of STS is for certifying tasks contained in the ATC Craftsman (7-Level) ADLS course.

ATC CRAFTSMAN (7-level) TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATIONS				7-LVL
	TSD	TCD	Trainee Initials	Trainer Initials	
1. AOF STRUCTURE					
1.1. ATC Supervision Chain TR: AFI 13-204v1 & v3					B
1.2. ATC Management Responsibilities TR: AFI 13-204v1 & v3					B
1.3. MAJCOM/Higher Headquarters Roles TR: AFI 13-204v1 & v2					B
2. FACILITY OPERATIONS					
2.1. Local Operating Procedures TR: AFI 13-204v3					B
2.2. Ready Reference File Information TR: AFI 13-204v3					B
2.3. Recorder/Tape Procedures TR: AFI 13-204v3					B
2.4. Notice to Airmen (NOTAM) Procedures TR: AFI 11-208 (I); AFI 13-204v3					B
2.5. Facility Security TR: AFI 13-204v3					B
2.6. Air Traffic Control and Landing Systems (ATCALS) Procedures TR: AFI 13-204v3; AFI 13-216					B
2.7. Equipment Outage Procedures TR: AFI 13-204v3					B
2.8. Documenting Facility Events TR: AFI 13-204v3					B
2.9. Facility Manning Requirements TR: AFI 13-204v3					B

2.10 Unit Manning Document (UMD) TR: AFI 36-2101; AFCSM 36-699					B
2.11. Unit Manpower Personnel Roster (UMPR) TR: AFCSM 36-699					B
2.12. Status of Resources and Training System (SORTS) TR: AFI 10-201					B
2.13. Flight Check Operating Procedures TR: AFMAN 11-225(I); FAAO 8200.1C; FAAO 7110.65					B
3. TRAINING PROGRAMS					
3.1. ATC Training Concepts and Procedures TR: AFI 13-204v3					B
3.2. Procedures for Award of SEIs, Skill Levels and AFSC and SDAP TR: AFI 36-2101; AFI 13-204v3; AF Enlisted Classification Directory					B
3.3. AFSC Withdrawal and Reclassification Determination/Process TR: AFI 13-204v3; AFI 36-2101					B
3.4. Training Review Board (TRB) Procedures TR: AFI 13-204v3					B
4. CREW SUPERVISION					
4.1. Watch Supervisor Requirements TR: AFI 13-204v3					B
4.2. Watch Supervisor Authority, Duties and Responsibilities TR: AFI 13-204v3					B
4.3. Crew/Facility Relief Procedures TR: AFI 13-204v3; FAAO JO 7110.65					B
4.4. Newcomer Indoctrination Procedures TR: AFI 13-204					B
4.5. Duties Not to Include Controlling (DNIC) Procedures TR: AFI 48-123; AFI 13-204v3					B
4.6. Controller Proficiency Requirements TR: AFI 13-204v3					B
4.7. Foundations of Crew Resource Management (CRM) TR: Crew Resource Management: An Introductory Handbook published by the FAA; FAA Advisory Circular 120-51E; AT-M-06a; AFI 11-290.					B

4.8. Personnel Safety TR: AFI 91-202; AFI 91-204; AFI 91-301; AFI 90-202; AFPD 91-2					B
5. QUALITY ASSURANCE					
5.1. Air Traffic Control Certification Process TR: AFI 13-204v2; CFR Part 65 Subpart A & B; FAAO 7220.1B					B
5.2. Controller Suspension and Special Evaluation Procedures TR: AFI 13-204v2					B
5.3. 3-level Task Evaluation Process TR: AFI 36-2201; CFETP					B
5.4. Facility Evaluation Procedures TR: AFI 13-204v2; FAAO 7220.1B; CFR Part 65 Subpart A& B					B
5.5. AF Quality Assurance Programs and Procedures TR: AFI 13-204v2; AFI 90-201					B
5.6. Airfield Operations Board (AOB) TR: AFI 13-204v3					B
6. EMERGENCY PROCEDURES					
6.1. Hazardous Air Traffic Reporting (HATR) Procedures TR: AFI 13-204v2; AFI 91-202; AF IMT 651					B
6.2. Military Facility Deviation (MFD) Procedures TR: FAAO 7210.56					B
6.3. Emergency/Contingency Procedures TR: AFI 13-204v3; FAAO JO 7110.65					B
6.4. Mishap Prevention and Reporting Procedures TR: AFI 13-204v2 & v3; AFI 91-202					B
6.5. Emergency Checklists TR: AFI 13-204v3					B
6.6. Mid-air Collision Avoidance Program (MACA) TR: AIM; AFI 13-204v2; AFI 91-202					B
7. WARTIME AIR TRAFFIC CONTROL					
7.1. Deployable ATCALS (DATCALS) TR: AF TTP 3-4.4; AFI 10-403; AFI 10-401; AFI 10-414					B
7.2. Unit Type Codes (UTC) TR: AF TTP 3-4.4; AFI 10-401					B

7.3. Mobility Terms TR: AF TTP 3.4-4; AFI 10-403; AFI 10-401					B
7.4. Concept of Air and Space Expeditionary Force (AEF) as it Relates to Air Traffic Control TR: AFI 10-403; AFI 10-401; AFI 10-244					B
7.5. AEF UTC Reporting Tool (ART) TR: AFI 10-401; AFI 10-403; AFI 10-244					B

NOTE: This STS is a result of the 17-20 July 2012 1C1X1 STRT. It was originally developed as a CTS and has not been corrected to an STS. No line items or proficiency codes have been changed from the CFETP published 30 September 2010. This STS was approved by the 1C1X1 AFCFM, Chief Joseph Kirk on 27 September 2012 and will be used for course development for the E3ACW1C171 XXXX/Air Traffic Control Craftsman Course.

Section B

Course Objective List

A detailed listing of AETC technical training course objectives may be obtained by written request to the 334 TRS/TRR at Keesler AFB MS.

Section C

Support Materials

1. Support documents/courses:

Document	Duty Position	Developer
STS	ATC Operator	HQ AFFSA
ATCTS[1]	ATC Operator/Management	HQ AFFSA
ATC CBTL[1]	ATC Operator/Management	HQ AFFSA
E6ACW1C171 XXXX	Craftsman (7-skill level)	

[1] ATCTS (ATC Training Series) and ATC CBTL (ATC Computer Based Training Library) is located and downloadable on the AFFSA ATC Training Community of Practice. It is located at: https://afkm.wpafb.af.mil/community/views/home.aspx?filter=OO-OP-AF-20 and is also accessible via the AF Portal (https://www.my.af.mil/).

Course Number	Course Title	Developer
N/A	Air Force Trainer's Course	360th TSS
N/A	Certification Guides	Each Facility

2. Training Publications. AFI 13-204v3, *Airfield Operations Procedures & Programs*, outlines policies, procedures and responsibilities for training publications as OJT support materials. These support materials provide effective management devices for training and evaluation feedback of the entire training program.

Section D

Training Course Index

1. Training Course References. This section of the CFETP identifies training courses available for the specialties and shows how the courses are used by each MAJCOM in their career field training programs. Refer to Air Force Education and Training Course Announcements (ETCA) located at the following URL: https://etca.randolph.af.mil/default1.asp.

Required Courses

Resident Courses

Course Number	Course Title	Location
E3ABR1C131 XXXX	ATC Apprentice Course	Keesler AFB
E6ACW1C171 XXXX	Craftsman (7-skill level)	Off-site
E3AZR1C191 XXXX	ATC Chief Controller	Keesler AFB

Recommended Courses

E3OZR13M3 XXXX	Military Airspace Management	Keesler AFB
E5AZG1C171 XXXX	Introduction to US Air Force Flight Procedures	Oklahoma City
ACC AOCIQTASP UIT	AOC Initial Qualification Training, Airspace Course	Hurlburt Field
E3AZR1C171 XXXX	ATC Systems Specialist	Keesler AFB

2. Air University Courses. CDCs are not available for this AFSC.

Section E

MAJCOM Unique Requirements

USAFE:

ATC Mode S - Elementary Surveillance Training Course

ICAO - Annex 1 Personnel Licensing
Annex 2 Rules of the Air
Annex 3 Meteorological Service for International Air Navigation
Annex 6 Operation of Aircraft
Annex 10 Aeronautical Telecommunications
Annex 11 Air Traffic Services
Annex 14 Aerodromes
Annex 17 Security
Doc 4444 Air Traffic Management
Doc 8400 ICAO Abbreviations and Codes